

Nonpublic School Number Request Criteria

IC 20-18-2-12 defines a “nonpublic school” as a school that is not maintained by a school corporation, and includes a private school or parochial school.

Nonpublic schools that do not hold accreditation or hold accreditation by an approved third party accrediting body may request a school identification number from the Indiana Department of Education. Nonpublic schools that hold Indiana state accreditation will automatically be assigned a school identification number and do not need to submit a request.

The assignment of a school identification number registers the nonpublic school with the Indiana Department of Education. Such registration does not equate to holding state accreditation. Schools holding accreditation by an approved third party accrediting body will be registered as such with the Department. A non-accredited school that receives a school identification number will be registered as a “non-accredited nonpublic” school.

A request for a school identification number may be granted if the following requirements are met:

1. There are at least ten (10) full-time students from ages 5 through age 18 enrolled with the applicant.
2. The applicant must meet the definition of an “elementary school” and/or “high school.” An elementary school serves any of the following grades: kindergarten and grades 1-8. A high school serves any combination of grades 9-12. Pre-K only centers are ineligible for school identification numbers.
3. The applicant’s school building cannot also be used as a home or residence.
4. The applicant must provide documentation proving a building inspection was conducted within the past 12 months, and that the building is cleared for use as a school.
5. Students may be dually enrolled with the applicant and another school, but the majority of the education cannot be provided by another school for the student to be considered a full-time enrollee with the applicant.
6. The applicant’s school building must be in compliance with all local zoning laws and regulations, in addition to applicable state and federal laws and regulations, and maintain compliance accordingly.
7. The request must be submitted by an applicant that is at least 18 years of age.
8. If the applicant provides a preschool program in addition to the recognized grade levels of kindergarten through grade 12, and that preschool was previously found to be out of compliance with FSSA or On My Way Pre-K, the Department reserves the right to decline issuance of a school number to the applicant for the non-preschool grade levels.



Non-Public School Number Request Form

The assignment of a school number by the Indiana Department of Education does not mean that the school is considered accredited. Accreditation is a separate process and occurs only upon request and successful completion of the accreditation process.

Special Note: By applying for a school number, this facility will be referred to the Indiana Department of Homeland Security's State Fire Marshall's Office and will be subject to inspection as a "Class 1" facility. The facility will be required to meet state fire codes for this type of structure, now and in the future.

E-mail Completed Form to: SchoolAccountability@doe.in.gov

SCHOOL INFO:

School Name: _____ School Phone: _____

School Location/Address

School Mailing Address (If Different)

Street: _____

Street/PO Box: _____

City: _____

City: _____

ZIP: _____

ZIP: _____

Grade Levels Served: _____ Number of Students Enrolled: _____

What Public School District Serves This Address? _____

Evidence of School Building Inspection Within the Last 12 Months? _____

REQUESTOR INFO (MUST BE SCHOOL LEADER):

School Leader's Name: _____ Date of Birth: _____

School Leader's E-Mail: _____ School Leader's Phone: _____

Date of Request: _____ School Year for Registration: _____

Reason for Requesting a School Number: _____

Signature of Person Making the Request: _____